

**MINUTES OF THE TECHNOLOGY ADVISORY COMMITTEE
FOR THE CITY OF COLUMBUS
April 18, 2006 Meeting**

The first meeting of the Technology Advisory Committee (TAC) for the City of Columbus was held on April 18, 2006, at 10:15 a.m. at City Hall. This meeting was held immediately following the swearing in of TAC members at the 10:00 a.m. Board of Works session on April 18, 2006.

COMMITTEE MEMBER ATTENDANCE: The following attendance constituted a quorum:

TAC Member	Appointed By	Term Exp.12/31	Present		TAC Member	Appointed By	Term Exp.12/31	Present	
			Y	N				Y	N
Mark Farr	Mayor	2008	X		Oakel Hardy	Mayor	2009	X	
Mike Jamerson	City Council	2009	X		Mark McHolland	City Council	2007	X	
Georgia Miller	City Council	2008	X		Chris Price	Mayor	2008		X
Tim Tarnowski	Mayor	2010	X						

GUESTS: No guests were in attendance.

AGENDA ITEMS:

- **Review TAC Member Appointments**
- **Review Ordinance 12-2006 Items:**
 1. Elect Chairperson
 2. Establish Meeting Schedule:
 3. Discuss Committee Member Terms:
 4. Method to Record and Publish the Minutes
 5. Other Items Related to Ordinance 12-2006?
- **Initial Priorities to Pursue:**
 1. Report to City Council – Recommended Next Steps
 2. InfoComm Systems Status
 3. Mayor’s Technology Advisory Task Force Membership Compared with Technology Advisory Committee Membership
 4. Other Items from TAC Members?

MINUTES:

- **Review TAC Member Appointments:**
 1. Members shared whether the Mayor or City Council appointed them.
 2. The chart included in “Committee Member Attendance” above outlines the appointments.
- **Review Ordinance 12-2006 Items:**
 1. Elect Chairperson
 - Oakel Hardy had previously sent an e-mail to TAC members nominating Tim Tarnowski as the Chairperson. Oakel made a motion to confirm this nomination and Mike Jamerson seconded the motion. Chris Price submitted his vote in an e-mail

- prior to the meeting and was in agreement with Oakel's nomination. All in attendance voted in favor and none were opposed to the nomination. The motion carried unanimously.
2. Establish Meeting Schedule
 - Committee members agreed to meet on the second Thursdays of each month for 90 minutes from 10:00 a.m. to 11:30 a.m. at City Hall
 - Oakel will schedule conference rooms at City Hall for these meetings
 3. Discuss Committee Member Terms
 - Following the meeting, Oakel obtained the TAC member terms and sent it to the members.
 - The chart included in "Committee Member Attendance" above outlines the TAC Member terms.
 4. Method to Record and Publish the Minutes
 - It was agreed that the minutes and all TAC materials would be placed on the City of Columbus' web site.
 - Oakel will contact TLS to advise them of this request.
 5. Other Items Related to Ordinance 12-2006
 - No additional items related to Ordinance 12-2006 were identified for discussion.
- **Initial Priorities to Pursue:**
 1. Report to City Council – Recommended Next Steps
 - Mark Farr reiterated that the main focus for the technology would be for economic development purposes.
 - It was agreed that the TAC would pursue the next steps which were recommended to City Council on March 7, 2006 by the Mayor's Technology Advisory Task Force including:
 - Initiate Phases one and three of the Strategic Plan.
 - Implement the first component (network backbone) of the Strategic Plan between downtown and the InfoTech Park.
 - Tim Tarnowski made a motion to include WiFi, Phase 2 of the Strategic Plan, in the early RFP. After much discussion, the TAC members concluded that the WiFi should proceed, but in a separate RFP than for phases 1 and 3. The revised motion to start pursuing WiFi under a separate RFP process was approved unanimously.
 - Discussion included contacting the Columbus Young Professionals group, Vision 2020 and other relevant groups to solicit input on the desired locations for WiFi in Columbus.
 2. InfoComm Systems Status
 - Tim Tarnowski reviewed the status of the current InfoComm contracts with the City of Columbus. In summary, InfoComm has used the contracted hours to get the Mayor's Technology Advisory Task Force to this point.
 - InfoComm submitted a draft of a "retainer" agreement which TAC members reviewed.
 - TAC members decided to request three contract proposals from InfoComm Systems as follows:

- Proposal to develop RFP and bidding documents to initiate Phases one and three of the Strategic Plan by implementing the first component (network backbone) of the Strategic Plan between downtown and the InfoTech Park. Proposal deliverables would include among other activities:
 - Finalizing bidding documents and obtaining TAC approval
 - Working with the City to conduct the bidding process and manage vendor contacts
 - Summary and analysis of vendor responses including recommendations
 - Facilitating TAC decision
 - Managing the implementation of the solution selected by TAC
 - Reporting status to TAC
 - Proposal to develop RFP and bidding documents to initiate Phase two of the Strategic Plan for Wireless Columbus. Proposal deliverables would include among other activities:
 - Same as those listed above for phases 1 and 3
 - Proposal to work with TAC to develop governance and business models. Proposal deliverables would include among other activities:
 - Examples from other communities
 - Governance models
 - Business models
 - Policies and procedures
 - Leasing agreements
 - Critical success factors
 - Guiding principles
 - Maintenance agreements
 - Facilitating TAC to develop the appropriate documents and management infrastructure for Columbus.
3. Mayor's Technology Advisory Task Force Membership Compared with Technology Advisory Committee Membership
- All entities that participated in the Mayor's Technology Advisory Task Force Membership except for the County, Vendor Participants and InfoComm are represented on the TAC.
 - TAC members discussed that InfoComm contracts would be pursued.
 - TAC members agreed that vendors will be a natural part of the discussions through the RFP and selection processes.
 - Tim Tarnowski made a motion to include the Technology Leader from Bartholomew County as an Ex Officio member of the TAC. The motion was unanimously approved.
 - Tim will contact Jim Hartsook to determine if he is interested in participating as an Ex Officio member.
4. Other Items
- TAC members agreed that the TAC efforts needs to leverage existing City activities such as Thoroughfare (Roads) Management, Tornado Warning System Towers, People Trails, Utilities, etc.

FUTURE AGENDA ITEMS:

- **Agenda items for future TAC meetings were identified as follows:**
 1. Review InfoComm proposals
 2. Review InfoComm deliverables on the three proposals
 3. Discuss how to develop the TAC budgets
 - a. Oakel indicated that the budget hearings were on Aug-20-06. The TAC budget should be reviewed during that process.

With no further business, the meeting was adjourned.

Respectfully submitted by: Tim Tarnowski, Vice President and CIO, Columbus Regional Hospital, April 22, 2006.